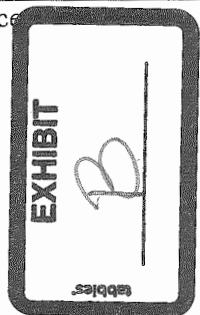


<b>SLR 105 (3/93)</b> (Replaces RMD 105) Texas State Library State and Local Records Management Division		<b>STATE OF TEXAS</b> <b>RECORDS RETENTION SCHEDULE</b>						1. Page 12 of 37 Form SLR 105C MUST accompany all submissions of this form  Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RECERTIFICATION <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM	
2. Agency Code 101	3. Agency  TEXAS SENATE					8. Security			
4. Records Series Item Number	5. Agency Item Number	6. RECORD SERIES TITLE	7. RETENTION PERIOD			9. Archival	10. Medium	11. Vital	12. REMARKS
			Agency	Storage	Total				

SENATE OFFICES									
	SPR1	<b>Senate Journal Manuscripts</b>	1	3	4	O		P	90-101-001
	SPR2	<b>Committee Working Files</b> Committee files may include meeting files, bill files, reports and studies, administrative correspondence, project files, resident/constituent casework and correspondence, and administrative files.	AV	4	AV+ 4	C	A	P	90-101-002
	SPR3	<b>Senators Legislative Working Files</b> Senators files may include administrative correspondence, resident/constituent casework and correspondence, proposed legislation, committee files, project/issue files, press releases, district files, photographs, and clippings, calendars, and schedules.	AV	AC	AV+ AC	C	A	O	AC=term of office O=P+E 91-101-005 90-101-003
	SPR5	<b>Reports-Administrative</b>	AV	3	AV+3	C	A	P	97-101-013



<b>RETENTION CODES (For Field 7)</b> AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Values CE – Calendar Year End	<b>MEDIUM CODES (For Field 10)</b> P – Paper M – Microfilm E – Electronic O – Other (Specify in Field 12)	<b>ARCHIVAL CODES (For Field 9)</b> A – Transfer to State Archives R – Review by State Archivist	<b>SECURITY CODES (For Field 8)</b> O – Open Record C – Confidential <b>VITAL CODE (For Field 11)</b> Indicate with an "X"
<b>FE – Fiscal Year End</b> <b>LA – Life of Asset</b> <b>PM – Permanent</b> <b>US – Until Superseded</b>			